

DELIVERY DRIVER

DEFINITION

To drive, load and unload vehicles in the delivery of books, audio-visual materials and other equipment to City library facilities and other locations; to sort out books belonging to Chula Vista libraries and other San Diego libraries; and to perform other related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from an assigned supervisor.

ESSENTIAL FUNCTIONS – Functions may include, but are not limited to, the following:

Drive a van, car or a station wagon to load, unload, pick up and deliver 300 to 400 Library books and audio-visual materials on a daily schedule from the main library to other library branches and city buildings.

Perform routine vehicle checks and make minor repairs as needed; may pick up and deliver boxes of materials and other equipment from local vendors.

Pick up and deliver library materials (tables, computer monitors, etc.) throughout the city; make trips to other locations such as Southwestern College and San Diego area libraries and Post Office.

Make daily deliveries to the Finance Department; clean, sort, process, and deliver mail including payroll warrants within library branches as well as to and from other City offices.

Sort, pack and unpack shipments from and to Serra System libraries and/or various vendors.

Record daily activities on a log and keep supervisor informed on whereabouts; perform courier services.

Organize work, set priorities and follow up to ensure coordination and completion of assigned work.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer services.

Perform other related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Methods and practices of delivering goods to different sites.

Map reading techniques.

Safe work practices and safety regulations pertaining to the work

Good Customer service skills.

Modern office practices and procedures; computer equipment and software applications related to assignment.

English usage, spelling, grammar, and punctuation.

Ability to:

Drive city vehicles observing legal and defensive driving policies.

Read street maps; follow directions, be punctual, maintain accurate records and meet deadlines.

Keep in contact with assigned supervisor regarding different stops throughout the day.

Learn pertinent rules, laws and policies relative to area of assignment.

Carry a cell phone and readily communicate with designated library staff throughout the day, and record daily activities on a daily log.

Prioritize and coordinate several work activities; research, organize, and maintain accurate office files.

Work effectively at remote locations without direct supervision.

Communicate clearly and concisely, both orally and in writing; understand and carry out oral and written instructions.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

One year of responsible related experience.

Training:

Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

License or Certificate

Possession of a valid California driver's license and good driving records.

PHYSICAL DEMANDS

On a continuous basis, walk, and sit for long periods of time. Intermittently twist and reach above shoulders and below knees carrying books weighing up to 20 lbs; use telephone, write or use keyboard to communicate through written means; lift, carry, push, and pull items weighing up to 100 pounds. See in the normal vision range with or without correction to read typical business documents and computer screens; hear in the normal range with or without correction.

WORKING ENVIRONMENT

Some of the work is performed indoors in a carpeted and air-conditioned office environment with fluorescent lighting and moderate noise level. There is exposure to outside atmospheric conditions, traffic, and noise when driving to different locations. Work is frequently disrupted by the need to respond to in-person and telephone inquiries.